



## **HUMAN RESOURCES MANAGER (PROGRAM MANAGER II)**

### ***Human Resources Department***

**The recruitment will remain open until sufficient applications from qualified candidates are received.**

#### **THE JOB**

An HR generalist management position contributing to a dynamic, collaborative organization. This position is responsible for labor relations and employee relations for various County departments, as well as managing the county's staffing, training, and grants and HIPAA compliance functions. Member of the HR management team, leading initiatives in support of the mission and goals of the department. Essential tasks and responsibilities of the position include:

- Serve as chief negotiator or negotiating team member for selected bargaining units
- Counsel managers in employee relations, performance management, grievance handling/prevention and disciplinary matters, and represent the County in such matters
- Counsel employees and serve as an employee advocate, as appropriate
- Manage the staffing function, including recruitment, selection, and EEO
- Manage the county-wide grants compliance and HIPPA compliance
- Recommend and/or assist in formulating, implementing, and administering HR programs and policies
- Conduct research and analysis in support of recommendations

The Clark County HR department has a staff of 15 serving an employee population of approximately 1,700. This position reports to the Human Resources Director and supervises 2-5 staff. The department reports directly to the County Administrator and enjoys a high degree of autonomy and visibility.

#### **QUALIFICATIONS**

The position requires a Bachelors degree (or equivalent experience) in a related field and minimum three to five years of professional-level experience in human resources. The ideal background includes over 10 years of experience spanning multiple human resources disciplines including labor and employee relations, contract negotiations, staffing, classification, compensation, and performance management. Supervisory experience in unionized environments is required; public sector experience is preferred.

Other key skills and attributes will include:

- Strong interpersonal skills and ability to build effective relationships with management, employees, and labor groups
- Excellent writing, research, analytical, and computer skills
- A proactive, results-oriented style and approach
- Management of various HR programs

#### **SALARY**

The salary range is \$4,990 – \$7,053 per month. Starting salary range is approximately \$5,505 – \$6,020 per month depending upon qualifications. This position participates in Clark County's management pay plan and all salary increases are performance based. Clark County offers its managers generous benefits including management vacation leave starting at 22 days per year, fully-paid medical and dental insurance, long-term disability insurance and life insurance. Employees participate in the Washington State Public Employees' Retirement Plan.

#### **SELECTION PROCESS**

1. Application Review: (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Letter of Interest and Resume: (Pass/Fail) – In addition to the Clark County application, applicants must submit a letter of interest highlighting their qualifications for this position. Candidates deemed most qualified will be invited to participate in the remainder of the selection process. Resumes may also be included for review and consideration.
3. Oral Interview Process: - The interview process will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.
4. Employment References: - May be conducted for the final candidates.

---

## **REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:**

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. **Please read application materials thoroughly to determine application requirements.**

**Clark County Human Resources Department**  
**1300 Franklin Street - 5th Floor**  
**PO Box 5000**  
**Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032**  
**JOB INFO LINE (360) 397-6018**  
**E-MAIL [HRADMIN@clark.wa.gov](mailto:HRADMIN@clark.wa.gov)**  
**INTERNET <http://www.clark.wa.gov>**

---

## **THE COUNTY**

Clark County, Washington is a growing community with a population of approximately 392,400, including the City of Vancouver (population 152,900). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

## **EQUAL OPPORTUNITY EMPLOYER**

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



For assistance with needed accommodations, please contact the Human Resources ADA/Section 504 Coordinator. (360) 397-2468; TTY (360) 397-2445.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



proud past, promising future

## Human Resources Department

1300 Franklin Street – 5th Floor/PO Box 5000

Vancouver, WA 98666-5000

PHONE (360) 397-2456 FAX (360) 397-2457

TDD (360) 397-6032

Email: hradmin@clark.wa.gov

www.clark.wa.gov

## EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

### GENERAL INFORMATION

POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)	
Last Name		First Name		Middle Initial
Address		City	State	Zip + Four
Home Phone ( )	Work Phone ( )	Cell Phone ( )	Other ( )	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [ ] No [ ]		Are you legally eligible for employment in the United States? Yes [ ] No [ ]		
Will you accept: [ ] Regular [ ] Temporary Will you accept: [ ] Full Time [ ] Part Time		Shifts you will accept: [ ] Day [ ] Evening [ ] Night [ ] Weekend		
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes [ ] No [ ] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)				
Date	Charge	Sentence	Remarks	

### EDUCATION

Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.						

## CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



For assistance with needed accommodations, please contact the Human Resources ADA/Section 504 Coordinator. (360) 397-2468; TTY (360) 397-2445

## EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

### ***MOST RECENT POSITION***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (     )

Specific Duties:

Dates Employed:

From                  To

\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

**May we contact your current employer? Yes [ ] No [ ]**

Reason for leaving or considering change:

### ***OTHER EXPERIENCE***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (     )

Specific Duties:

Dates Employed:

From                  To

\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

Reason for leaving:

### ***OTHER EXPERIENCE***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (     )

Specific Duties:

Dates Employed:

From                  To

\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

Reason for leaving:

**Attach additional sheets if necessary to include all work history.**

Be as complete as possible in outlining the duties of each position.

### **AGREEMENT, CERTIFICATION AND AUTHORIZATION**

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

## EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: \_\_\_\_\_ Posting No: \_\_\_\_\_

**GENDER:** Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

**ETHNIC GROUP:** If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

☐ *American Indian or Alaskan Native.* Tribal Affiliation: \_\_\_\_\_

☐ *Asian or Pacific Islander:*

☐ *Black (not of Hispanic origin):*

☐ *Hispanic*

☐ *White (not of Hispanic origin):*

**VETERAN:** Yes ☐ No ☐

**DISABLED:** Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

**DISABLED VETERAN:** Yes ☐ No ☐

### RECRUITING SOURCE

**Please tell us how you heard about this position** (select only one source):

**Publications:**

☐ The Columbian ☐ The Oregonian ☐ The Asian Reporter ☐ El Latino de Hoy

☐ The Skanner-Portland ☐ Seattle Times ☐ Spokane Review ☐ The Olympian

**Internet Sites:**

☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website

☐ El Latino de Hoy website ☐ Other Internet/Website: \_\_\_\_\_

**Other Sources:**

☐ Clark County Bulletin Board ☐ College/Career Center Referral ☐ Acquaintance/County Employee

☐ Other: \_\_\_\_\_